



# 21<sup>st</sup> CCLC Subgrantee Cohort 18 RFP 2020-01 Voluntary Pre-Bid Meeting

**December 9 and 10, 2019**



**Delaware**  
Department of Education



# 21<sup>st</sup> Century Community Learning Centers

*Delaware*



*Department of  
Education*

**Delaware**

21st Century  
Community  
Learning Centers





# Authorization

Every Student Succeeds Act (ESSA)  
Elementary and Secondary  
Education Act (ESEA),  
as amended in  
Title IV Part B



# ESSA Law

## 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC)

**Title IV, Part B** provides opportunities for communities to establish or expand activities in community learning centers that provide opportunities for academic enrichment, offer students a broad array of additional services, programs and activities, and offers families of students served by community learning centers opportunities for active and meaningful engagement in their child's education, including opportunities for literacy and related educational development. There is a local competitive subgrant program.



# What is a Community Learning Center?

- Offers academic, artistic, and cultural enrichment opportunities to students and their families when school is not in session
- Before school, after school, weekends, summer, vacation days





# 21<sup>st</sup> CCLC Partnerships

- This subgrant application is intended to be written in collaboration with the school(s) and community partner(s).
- Each 21<sup>st</sup> CCLC subgrant must have at least one Delaware eligible public school as a partner.
- Either the Local Education Agency (LEA) (school district or charter school) or a community partner may be the lead fiscal agent.



# 21<sup>st</sup> CCLC Schools

- A new 21<sup>st</sup> CCLC subgrant application cannot be considered if there will be an existing 21<sup>st</sup> CCLC program in place during the next year that will be serving the same student population in the same school. In other words, 21<sup>st</sup> CCLC programs cannot compete for the same group of students.



# Goals of 21<sup>st</sup> CCLC

- **Increase Attendance and Academic Achievement** of participating students in one or more academic areas.
  - **Increase School Connectedness** of participants, including families, caregivers, and school teachers.
  - **Increase Capacity of Participants to Become Productive Adults.**
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# 21<sup>st</sup> CCLC Program Purposes

- To create Community Learning Centers that provide **Academic Enrichment Opportunities** for children, particularly students who attend high-poverty, low-performing schools, to meet state and local standards in **Core Academic Subjects** such as reading and mathematics;



# 21<sup>st</sup> CCLC Program Purposes

- To offer students a broad array of **Enrichment Activities** that complement their regular academic programs; and
- To offer **Literacy** and other related **Educational Services** to the **families of participating children**.



# Eligibility

- Local Education Agencies (LEAs) – school districts and charter schools,
- Community-based organizations (CBOs),
- Faith-based organizations,
- Public or private organizations,
- For-profit organizations,
- Institutions of higher learning



# Length of Award

- Subgrantees may be awarded for a total of five years. Subgrant awards are made for one year, with four possible one-year extensions, contingent upon achieving intended outcomes, making satisfactory progress toward goals, and availability of federal funds.





# Center Operations and Amount of Award

- Cohort 18 is for **Full Year programs only**  
(Summer and School Year):
  - minimum of 75 students  
(minimum of 25 students per site);
  - minimum of 150 sessions;
  - minimum 360 total hours;
  - minimum of 37 weeks,  
with at least 4 weeks in summer;
  - minimum of 4 days per week;
  - minimum of 2 hour sessions afterschool,  
3 hour sessions in summer



# Center Operations and Amount of Award

- the amount of subgrant award will be based on projected average daily attendance:

Subgrant Request	Projected Average Daily Attendance
\$240,000	75 – 99 students
\$320,000	100 – 124 students
\$400,000	125+ students



# Amount of Award

- Any subsequent years of the subgrant award will be based on actual average daily attendance figures. This may alter or terminate the amount of the subgrant award. The funding table may change from year-to-year, based on available funds provided to the state.



# Allowable Uses of Funds

- Remedial education activities and academic enrichment programs,
- Mathematics and science education activities,
- Arts and music education activities,
- Entrepreneurial education activities,





# Allowable Uses of Funds

- Tutoring services,
- Activities specifically designed for English language learners,
- Recreational activities,
- Telecommunications and technology education,
- Expanded library service hours,



# Allowable Uses of Funds

- Family literacy programs,
- Programs that provide assistance to students who have been truant, suspended, or expelled to improve academic their achievement,
- Drug and violence prevention programs, counseling, and character education programs



# Program Components

- Academic Assistance
- Enrichment
- Family Literacy
- Recreation
- Snack (*not to be paid with 21<sup>st</sup> CCLC funds*)
- Transportation



# Location of 21<sup>st</sup> CCLC Program

- School sites
- Other locations:
  - Applicant, school district, and school site are in agreement
  - Site is at least as available and accessible as school site
  - Clearly defined plan of communication between alternate site and school



# Office of Child Care Licensing

- Be licensed through OCCL  
OR
- Locate and have the program administered by the school and district

Regulations available:

<http://kids.delaware.gov/occl/occl.shtml>



# Budget

- Salaries; stipends; contracted services, including professional development; transportation; supplies and materials; evaluation; capital outlay
- 15% maximum for administration
- Indirect costs allowed

<http://www.ed.gov/about/offices/list/ocfo/intro.html>



# Budget

- Funds may not be used to purchase facilities or for new construction,
- Fees may be charged, but services must be accessible to all students,
- Funds must supplement, not supplant



# Application

Sections	Points
Section 1: Executive Summary	3
Section 3: Collaboration and Partnerships	12
Section 4: Program Management	39
Section 5: Program Design	81
Section 6: Program Delivery	45
Section 7: Evaluation Plan	15
Section 8: Fiscal Management, Budget, Sustainability	15
Attachment: Memorandum(a) of Understanding (MOU)	3
Attachment: Budget Pages	12
<b>Total Points</b>	<b>225</b>





# Absolute Priority

- **Absolute priority will be give to applications that:**
  - Propose to serve primarily students attending **Title I schoolwide eligible** schools (40% or higher poverty level).



# Competitive Priorities

- **Competitive priority will be given to applications that:**
  - Offer **opportunities for families to actively and meaningfully engage in their children's education** (A component of this may include **family member and caregiver literacy program**) (20 points);
  - Propose to serve students who attend **schools identified as “TSI” or “CSI.”** (20 points);



# Competitive Priorities

- Are **submitted jointly** between an Local Education Agency (LEA – a school district or a charter school) receiving funds under Title I, Part A of ESEA, and community-based organization(s) or other public or private entities (20 points);
- Offer programs in middle and/or high schools to **students in grades 7 through 12** (other grades in the middle school configuration may also be included) (20 points);



# Competitive Priorities

- Offer programs targeted to students in the **Appoquinimink, Brandywine, Caesar Rodney, Delmar, Laurel, and/or Smyrna School District's** geographic areas (in order to continue to offer **geographical diversity** to Delaware's 21<sup>st</sup> CCLC program) (15 points);
- Programs that propose to have a **cost per student** that is \$2,300 or less. (10 points)



# Competitive Priorities

- Propose to **target populations** not currently being served in 21<sup>st</sup> CCLC before or after school programs either as the sole targeted group or as part of the targeted population (15 points); and
- Programs that propose to go above the minimum **number of weeks, days per week, hours per session, and/or number of sessions** (5 points per category).



# Competitive Priorities

- Propose **activities** that are not currently **accessible** or would **expand accessibility** to participating students (5 points)



# Deduction Points

- 21st CCLC grantees past performance

Deduction Points for Current or Past Grantee	Points
Site Obs. Citation: Program Quality	- 10
Lack of program sustainability	- 10
Delay in starting the program	- 10
Low enrollment and/or attendance	- 10
Money return and/or inappropriately spent	- 10
Total Deduction Points	- 50



# Cohort Dates

- Subgrant Award Date: August 15
- School Program Anticipated Start Date:  
with first day of school
- Summer Program Anticipated Start Date:  
mid-June





# Budgeting

Funds are provided for the period:

August 15 – August 14 *(of the following year)*

SAN Start Date – August 15

SAN Obligation Date – September 30 *(of the following year)*

SAN Liquidation Date – November 30 *(of the following year)*



# Start and End Dates of Operation

One of the reasons 21<sup>st</sup> CCLC programs were started and continue to receive nationwide support is that these programs are viewed as **safe, reliable, regular, consistent places for families to utilize for afterschool and summer care.** Our families count on each program having sessions that cover their work time.

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# Start and End Dates of Operation

It is very important for 21<sup>st</sup> CCLC programs to provide sessions from the first day of school through the last day of school and during the summer.





# Start and End Dates of Operation

Please make sure your program will be “open” during the days and times that meet your families’ needs.





# Cohort 18 Announcement

Delaware Department of Education

Bid # 2020-01

The Delaware Department of Education is issuing a request for proposal (RFP) to select subgrantees to administer **21<sup>st</sup> Century Community Learning Center (CCLC) programs** under the Federal Elementary and Secondary Education Act. 21<sup>st</sup> CCLC programs are designed to provide students with academic enrichment activities in order to help them become more successful in school. Programs may be developed at all grade levels to support elementary, middle and high school students. Funding for the learning centers will be awarded through a competitive process. Applications for these funds will be made available November 18, 2019. Applicants will propose a program and budget based on the activities that are needed for the students. The initial grants will be at least \$50,000 annually for three to five years. The deadline for the application is Wednesday, April 15, 2020 at 2 PM.

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# Cohort 18 Announcement

Two identical voluntary pre-bid meetings have been scheduled for

- **December 9, 2019, 1:30 PM** at the University of Delaware Center for Disabilities Studies; 461 Wyoming Rd, Room 132; Newark, DE 19716; and
- **December 10, 2019, 9:00 AM** at the Delaware Department of Education Collette Education Resource Center Conference Room B; 35 Commerce Way, Ste 1; Dover, DE 19904.

**It is highly recommended that applicants attend one of these two identical meetings.**

The proposed schedule of events subject to the RFP is outlined below:

- Public Notice Date: November 18, 2019
- Deadline for Questions Date: March 30, 2020
- Response to Questions posted by: Date: April 6, 2020
- Deadline for Receipt of Proposals Date: April 15, 2020 at 2 PM (Local Time)
- Estimated Notification of Award Date: July 2020



# Cohort 18 Announcement

All requests, questions, or other communications about this RFP shall be made in writing to:

Meaghan Brennan

Education Associate, Financial Reporting and  
Contracting

401 Federal Street, Ste. 2

Dover, DE 19901

Email: [Meaghan.Brennan@doe.k12.de.us](mailto:Meaghan.Brennan@doe.k12.de.us)



# Important Links

- Government Support Services Bid Solicitation Website:  
All information including the RFP and supporting documents are located here:

[https://bids.delaware.gov/bids\\_detail.asp?i=6045&DOT=N](https://bids.delaware.gov/bids_detail.asp?i=6045&DOT=N)

- Department of Education Website:  
All questions should be posted here:

<https://doeapppublic01.doe.k12.de.us/BidManagementPublic/#viewproposal?propID=310>





# Important Dates

- RFP available – November 18, 2019
- Voluntary Pre-Bid Meetings – December 9, 2019 at 1:30 PM or December 10, 2019 at 9:00 AM  
(Please sign-in.)
- Deadline for Questions – March 30, 2020
- Responses to Questions – April 6, 2020
- Deadline for Receipt of Proposals – April 15, 2020 at 2:00 PM (Clearly print “BID ENCLOSED” and “CONTRACT NO. DOE 2020-01” on the outside of the bid submission package)



# Complete Application Package

Two paper copies with one marked “original” with original signatures and two electronic copies on USB memory drives.

- Transmittal Letter (see page 2 of the RFP)
- Non-Collusion Statement marked “original” and notarized (Attachment 2)
- Exception Form (Attachment 3)
- Confidential Information Form (Attachment 4)
- Business References (Attachment 5)
- If applicable, Subcontractor Information Form (Attachment 6)
- Appendix B – Scope of Work – including Memoranda of Understanding and Nonpublic School Intent to Participate Letter(s)
- Budget Pages (Excel template)



# Application Submission

- All properly sealed and marked applications are to be sent to DDOE and received no later than 2:00 PM (Local Time) on April 15, 2020.
- The applications may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand.



# Application Submission

*Deliver to:*

**Meaghan Brennan**

Education Associate, Financial Reporting and Contracting

Delaware Department of Education

401 Federal St, Ste 2

Dover, DE 19901



# Where to Obtain Assistance



## **Meaghan Brennan**

Education Associate, Financial Reporting and Contracting

Delaware Department of Education

401 Federal St, Ste 2

Dover, DE 19901

Phone: (302) 735-4170

[Meaghan.Brennan@doe.k12.de.us](mailto:Meaghan.Brennan@doe.k12.de.us)



# Questions?

